

**Addendum – On Boarding & Perform**

**EXHIBIT A – ORDER FORM**

<b>Customer:</b> Gahanna, City of (OH)  Employee Count: 85 FTE		<b>Bill To:</b> Attention: Abby Cochran Email: abby.cochran@gahanna.gov Phone: 614-342-4455 Address: 200 S Hamilton Rd Gahanna, OH 43230	
<b>Quote Date:</b>	2/9/2016	<b>Revision:</b>	1
<b>Valid From:</b>	2/9/2016	<b>Order Number:</b>	
<b>Valid To:</b>	<b>03/31/2016</b>	<b>Initial Term:</b>	12 Months
<b>Requested Service Date:</b>	TBD		

**Order Summary** NOTE: The following discounts are available if the contract is pre-paid for the specified number of years: 2 year = 4% discount, 3 year = 6% discount, 4 years = 8% discount,

Item	Annual Recurring Price <sup>1</sup>	One-time Price <sup>1</sup>
<b>1.0 Performance Evaluation</b>		
1.1 License Subscription & Maintenance	\$4,550.00	
1.2 Provisioning		\$2,500.00
1.3 On-line User Training		<del>\$2,500.00</del>
<b>Total:</b>	\$4,550.00	\$2,500.00
<b>2.0 On Boarding</b>		
2.1 License Subscription & Maintenance (List Price)	<del>\$4,550.00</del>	
License Subscription & Maintenance (Customer Discount)	\$3,550.00	
2.2 Provisioning (Includes I9, W4, unlimited forms)		\$2,500.00
2.3 On-line User Training		\$1,000.00
<b>Total</b>	<del>\$8,100.00</del>	<del>\$8,500.00</del>
<b>Annual License Fee Multi-Product Discount:</b>	\$7,100.00	\$6,000.00
<b>Order Total</b>	\$13,100.00	

<b>Included with License</b>		
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	Included	
Product Upgrades to Licensed Software	Included	

**NOTES:**

## Addendum – On Boarding & Perform

### Order Detail

#### 1.0 NEOGOV Performance Evaluation (PE)

##### 1.1 PE Subscription License

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Team Grouping
- Goal Library
- Shareable Competency Content
- Goal Copying
- Ability to Re-use Goals
- Org Charts
- Archiving Forms
- Uploading Content
- Development Goals
- Configurable Workflow
- Ability to Design Custom Forms
- Form Templates
- Configurable Rating Scales
- Batch Form Creation
- Goal Alignment
- Goal Hierarchy
- Writing Assistant –Shared Content

#### 2.0 NEOGOV On Boarding (ON)

##### 2.1 ON Subscription License

The annual license for the NEOGOV On Boarding Software includes the following:

- Electronic Employee File
- W4
- I9
- Configurable Workflow & Approvals
- Notes & Attachments
- Robust Reports
- Task Manager
- Employee data upload for employees involved in the onboarding process (e.g. HR, IT, Payroll)
- Ability to Design Custom Forms
- Custom Welcome Page
- Email Reminders & Notifications

Additionally, during the term of the subscription, the Customer will be provided:

##### **Product Upgrades to Licensed Software**

Agencies receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months

##### 1.2 PE & ON Provisioning

The following activities are conducted as part of the NEOGOV PE & ON implementation

- Assign a NEOGOV project implementation specialist
- Conduct project kick off conference call to provide an overview of the system, review implementation plan, and discuss deliverables timeline, project roles and assignments
- Establish your agency's performance evaluation and on boarding production environment
- Provide import of existing employee data into the system (PE Only)

## Addendum – On Boarding & Perform

### 1.3 PE & ON Training

Training is a one-time cost and includes the following:

- Unlimited online training with on-demand, self-running tutorials
- Access to monthly conference calls with PE users
- Access to the online NEOGOV Community, a discussion forum to network with other users and provide answers to your PE questions
- Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

### Order Form Terms and Conditions:

(1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter “NEOGOV”) agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PERSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.

(2) The Customer agrees that the payment schedule is as follows:

#### **Provide all required software and licenses**

One hundred percent (100%) of the annual license price is payable within thirty (30) days of execution of this Order Form and Service Agreement. **(\$8,190.00)**

#### **Software Provisioning**

One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. **(\$5,000.00)**

#### **Training**

One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. **(\$1,000.00)**

(3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.

(4) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: <u>Scott Letourneau</u>
Title: _____	Title: <u>President</u>
Date: _____	Date: _____